

CHAPTER: IV APPLICATION	SECTION: 8 AGREEMENT	COMAR: 07.03.03.04
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REQUIREMENTS

- A. Together, the applicant and the Family Investment case manager draw up and sign an agreement that specifies the individualized Independence Plan for the family
- B. The agreement states:
 1. Specific goals
 2. Steps that the customer and local department will take to reach the goals
- C. The agreement specifies the:
 1. Work activities in which the customer will participate, such as:
 - Job search
 - Employment or training
 - Community service
 2. Other actions the customer is required to take, such as:
 - Child support activities
 - Substance abuse treatment
 3. Supportive services the local department will provide, such as:
 - Child care subsidy
 - Transportation allowance
 - Counseling
 4. Requirement to comply with requests for cooperation, such as:
 - Keeping appointments with the case manager, work program manager, child support enforcement, etc.
 - Responding to requests for information
 - Applying for all potential benefits

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- D. The case manager and customer review and amend the agreement periodically
1. The case manager may schedule interim appointments between recertifications that include a review of the agreement and amending the agreement as needed
 2. The agreement must be reviewed , and updated if needed, at each recertification
- E. Each local department developed an agreement format tailored to meet the needs of that jurisdiction and its customers

EXAMPLES

- Example 1. Carol Carroll applies for herself and her sons, Dan, 1 month old, and David, 2 years old. The father of her children left the home a week after Dan was born. Ms. Carroll wants to go to work as soon as possible, but thinks she should stay home until Dan is at least 6 months old. Ms. Carroll took a secretarial course in high school, but has no work experience. Ms. Carroll's agreement specifies that in the next 6 months, she will:
- File for child support before any assistance is granted
 - Attend the hearing for child support
 - Call the child care resource line for child care facilities in her area
 - Check out child care providers in her area
 - Practice on her mother's computer every week
 - Attend interim appointments, if scheduled by the case manager, to review compliance with the agreement

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Example 2. Ms. Carroll comes in at the six month point for her recertification interview and wants to get a job as soon as possible. A child support order was established for both boys and is being paid. She will be an exempt volunteer and a new agreement is drawn up as follow:

- Ms. Carroll will:
 - a. Select a day care provider
 - b. Attend the job search class
 - c. Attend a computer class
 - d. Look for an office job
 - e. Accept any job offered that is compatible with available child care
- The local department will provide:
 - a. Child care subsidies
 - b. Transportation allowance during training

ADDITIONAL INFORMATION

- Application- Assessment
- Application – Interview